

UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)
(Re-accredited by NAAC with 'A++' Grade)

No. 3489/Admn E/2023/UOK

Dated: 21.01.2023

CIRCULAR

Sub:- Details of Assistants in the University who have successfully completed their probation and have passed Account test and Secretariat office Manual Test conducted by the Kerala Public Service Commission as on July 2022 -furnishing of -reg

Ref :- _____

The assistants in the University who have successfully completed probation and have passed Account test and Secretariat office Manual Test conducted by the Kerala Public Service Commission as on July 2022 are directed to furnish details in Annexure -1 appended with this circular along with original Certificates of Departmental test and copies of all other relevant documents to Ad.E section. All the documents should be routed through Branch Officers / Heads of Departments concerned so as to reach **Ad.E section on or before 28.02.2023.**

The names of the Assistants who fail to furnish the required details to the above section within the stipulated period will not be included in the list to be prepared in this regard.

All branch Officers / Section Heads and Heads of the Departments/ Office shall bring the content of this circular to the notice of the Assistants working under them.

Dr. K S Anil Kumar
Registrar

To

- 1) P S to Vice Chancellor/ Pro - Vice Chancellor
- 2) Pa to Registrar/CE/FO/DPD/DCDC
- 3) All Heads of the Departments
- 4) All joint Registrars/ Deputy Registrars
- 5) All section Heads
- 6) The District Office Cum Information Centres/ Taluk Information Centres/ Teacher Education Centres/ UITs under the University/ Study centres
- 7) Stock File/ File copy





Annexure I

Name	
ID Number	
Phone No	
Department / Office	
Date of Advise from PSC, Advise No.	
Appointment Memo No and Date in Kerala University Service	
Date of commencement of service in Kerala University	
Month of passing the departmental test	
Month of Passing the Secretariat Office Manual test	
Date of Declaration of probation	
Date of last examination of the departmental test	
Date of Publication of results	
IUT details ,if any	
Remarks	
Place :	Signature:
Date:	Counter Signature:

